



STATEMENT OF AGREEMENT AND UNDERSTANDING Appointment in a Non-Permanent Job Appointment Position

8/4/2014

Name:

Agency/Section/Unit:

In accordance with Civil Service Rules, agencies may establish temporary, non-permanent appointments of a limited duration to assist with work of a temporary nature or work overloads. Your signature below indicates that you agree and accept the conditions of this temporary, non-permanent appointment.

I, _____ understand that I am accepting a temporary, non-permanent appointment. I understand that the agency has the discretion to extend this appointment under certain conditions or may terminate this appointment at any time for any reason.

I understand that I **may not** be eligible for or entitled to state benefits, leave earning or paid holidays. I understand that in the event the appointing authority determines that a layoff is necessary I do not have rights to offers of relocation to another position and this appointment may be terminated.

I have read the above and agree to accept this temporary, non-permanent appointment. I further understand that as long as I remain employed in such a temporary, non-permanent capacity, the aforementioned conditions apply.

Employee Printed or Typed Name: _____

Employee Signature: _____ **Date** _____

HR Representative: _____ **Date** _____

NOTE: If you have any questions concerning these terms, please consult with your Human Resources Office.